

Instructions for the SAPT Block Grant Waiting List Report

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Purpose

Waiting list information is needed to meet Federal Block Grant requirements according to the Substance Abuse Prevention and Treatment Block Grant (45 CFR Part 96) and the Public Health Service Act.

Does This Wait List Replace My Agency's Existing Wait List?

Not Likely. The SAPT Block Grant Wait List Report serves a very specific purpose. Your agency and agency's other funders may have other requirements that are not met by the SAPT Block Grant Wait List Report.

Who Must Complete the SAPT Block Grant Waiting List Report?

The Wait List Report Form must be completed for each ADA treatment agency. If a treatment agency has more than one treatment site, then combine the data for all sites and report on one form. It is OK if an individual gets reported twice because he/she is waiting for treatment at multiple sites. ADA will account for duplication in the analysis of the wait list data. Every agency is to designate an individual who will be responsible for submission of the agency's Wait List Report. It is strongly recommended that a backup also be designated to cover times when the point person is out of the office.

What to Complete?

All treatment agencies must complete the worksheet **AgencyCapacity**. Data must be entered in all data fields. If an agency also has priority populations waiting for treatment or needs to report the disposition of priority population individuals who had previously been reported as waiting for treatment, then they must also complete the worksheet **WaitingList**. Do not leave any of the data fields blank except the disposition information. When the disposition information becomes available, then enter on the worksheet. If the information changes on an individual from one week to the next (ex. first refused services but then later wanted services), submit updated information on the next submission.

Where is the Data Entry Form?

There are three worksheet tabs displayed near the bottom of this screen: 1) Instructions, 2) AgencyCapacity, and 3) WaitingList. Click on **AgencyCapacity** to enter contact and agency capacity information. Click on **WaitingList** to enter data for priority population waiting for treatment or who were reported on a prior Wait List Report and now have a disposition.

Who Gets Added to the Wait List?

All individuals seeking treatment services should be screened to determine if the individual belongs to a priority population. Any individual who is screened as likely to need treatment services and is in a priority population but cannot be admitted to treatment within 48 hours due to insufficient agency capacity must be added to the waiting list.

Who Does Not get Added to Wait List?

- *Do not add consumers who do not have to wait for treatment admission.
- *Do not add consumers who are not in the priority populations.

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*Do not add consumers when there is sufficient agency capacity but the consumer delays admission or is a no-show.

When Does Someone Come Off the Wait List?

The agency is expected to maintain contact with priority population individuals waiting for treatment services. Contacts should be more frequent than every 30 days; however, the individual seeking treatment must be contacted within each 30-day time period. It is appropriate for an individual to come off the Wait List Report after a disposition has been reported to ADA via the Wait List Report.

How frequent is the report to be submitted?

The report is due weekly. This was determined by SAMHSA.

When is the Report Due?

The Report is due by DMH close of business on each Wednesday. In the event that a holiday falls on a Wednesday, the report will still be due by DMH close of business (5pm) on Wednesday. Reports are not required to be submitted **on** Wednesdays but are required **by** close of business on Wednesdays. This means that files may be submitted earlier in the week as long as **1)** the date listed in the 'Report Date' field reflects the date on which the data was valid, **2)** the Report Date falls within the reporting week (Sunday-Saturday), and **3)** the Report Date is not in the future from the date that the file is uploaded to the DMH FTP site. Even if no priority population individuals are waiting for services, the agency must report on its capacity management on the AgencyCapacity worksheet. Thus, a file should be submitted every week.

How should the Report be submitted?

The Wait List Report (i.e. the Excel file) must be submitted via the DMH ftp site.

IMPORTANT NOTE: The file name must start with the phrase "waitlist". Either lowercase or uppercase or mixed case is OK. It does not matter what comes after the phrase *waitlist* (can be agency name or your initials, etc.)

Examples:

Waitlist OCT152012.xls
waitlist Myagency 25DEC2012.xlsx
WAITLIST_cjl 08152012.xls

It is strongly encouraged to include the report date in the file name in case you need to refer back to that file. The agency should keep a copy of each weekly file for its records.

To submit via FTP:

1. Go to the DMH provider portal: <https://portal.dmh.missouri.gov>
2. Click on 'DMH File Transfer' under the heading 'Documents and Links'
3. Enter your CIMOR user ID (DMH\userid or EXTLCL\userid) and password
4. Select your agency facility code folder (3 digit code), then folder called **Reports** and then folder called **ADA**.
5. Click on the Upload button
6. Click Browse to navigate to the file you want to upload on your workstation
7. When the correct file is listed in the 'Upload a file to current folder' box, click 'Upload'

Note: If your agency uses FTP Voyager Secure, then follow the procedures for that process.

IMPORTANT POINTS TO REMEMBER:

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- *File name must start with the phrase: *waitlist* (not case sensitive)
- *File must go in the **ADA** folder
- *The approved Wait List Report that has been created in Excel must be used.
- *Only submit one file per week per agency.

Can the Report be Emailed?

No. The Wait List Report must be submitted via ftp.

Can the Same Information be Submitted on a Different Form or in a Different Format?

No, the agency must use the approved form to submit its capacity and wait list information. The reason for this is that an automatic process has been created to pull data out of all of the agency forms located in the ftp folders and consolidate in a table for analysis.

Should We Save Copies of our Wait List Report Submission?

Yes, you should save copies of your Wait List Report submission in case there are any questions from ADA.

What if We Have a Question about the Wait List Form or Process?

You can email your question to: BGWaitingList@dmh.mo.gov

What Happens If We Do Not Submit the Wait List Report?

The ADA Research staff will attempt to contact the agency and get the agency to submit its report. If that fails, the ADA Research staff will notify the District Administrator for their assistance in working with the agency to get the report submitted in a timely fashion. Submission of the Wait List Report is not optional. This is a requirement for all States and all treatment agencies who receive SAPT Block Grant funding.

Data Fields for AgencyCapacity Worksheet:

Report Date: Date for which report is being completed.

Agency: Name of agency reporting the wait list information. Select from dropdown box.

Contact Person Name: Name of person who is responsible for the wait list and can be contacted by ADA if there are questions.

Contact Person Phone: Best daytime phone for contact person.

Contact Email: Email address of contact person.

Residential + Detox Capacity: How many beds are available? You must complete this field if your agency serves consumers in residential and/or detox. Do not count transitional and supportive housing.

Residential + Detox Beds Filled: How many beds were filled when the report was completed? This number cannot be larger than what is reported for Residential+Detox Capacity:

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Outpatient Capacity: How many consumers can this agency accommodate in outpatient treatment given current staffing levels?

Outpatient Census: How many consumers are actively receiving outpatient services when form was completed? You must complete this field if your agency provides outpatient treatment. This number cannot be larger than what is reported in 'Outpatient Capacity'.

Total Waiting: How many individuals (priority + non-priority) are waiting for treatment services? Treatment services include detox, residential, and outpatient.

Priority Waiting: How many priority population individuals are waiting for treatment services? Priority populations include 1) Pregnant Women, 2) IV Drug User, 3) High Risk DOC Offender, 4) TANF Referral, and 5) Juvenile Office Referral. This number cannot be larger than what is reported in 'Total Waiting'.

Data Fields for WaitList Worksheet:

Note: If you report Priority Waiting greater than zero, then you must provide data on the worksheet **WaitingList**. Also, if you have not reported a disposition on someone who was reported on a prior Wait List Report, then you must include the information for that individual on the current Wait List Report. If you have reported a disposition to ADA, then you can remove that individual from the Wait List Report.

Priority: Select from drop down box the priority populations to which the individual belongs. If the individual belongs to more than one group, pick the one with the smallest priority number. For example, if both 1=pregnant and 2=IV drug user, then select "1=pregnant" because 1 is smaller than 2. The choices for priority are:

- 1=Pregnant Women
- 2=IV Drug User
- 3=High Risk DOC Offender
- 4=TANF Referral
- 5=Juvenile Office Referral

As stated in contract amendment **Revised Admission Priority Population Requirements (7/1/2012):**

- *Intravenous (IV) drug users are those drug users who have injected drugs in the prior 30 days.
- *High Risk DOC Offenders are designated as "High Risk" by DOC and this designation is listed on the referral form.
- *TANF Referrals are applicants and recipients of Temporary Assistance for Needy Families (TANF) referred by the Department of Social Services via referral form and protocol.
- *Juvenile Office Referral are adolescents and families served through the Children's System of Care.

Gender: Select individual's gender. The choices are:

- M=male
- F=female

Last 4 SSN: Enter the last four digits of the individual's social security number.

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Initials (xx): Enter the individual's initials from first and last name.

Birth date: Enter the individual's complete date of birth (mm/dd/yyyy).

County of residence: Select name of individual's county of residence from drop down box.

Initial Contact Date: Enter date when the individual requested treatment services, was screened (by phone or in person) to likely need treatment services but was not able to be admitted to treatment due to insufficient capacity.

Services Required: Select type of services individual needs, if known. If unknown, then select 'Unknown.'

Choices are:

- Detox
- Residential
- Intensive Outpatient
- Non-Intensive Outpatient
- Opioid Treatment
- Unknown

Receiving Interim Services: Is individual receiving interim services?

The SAPT Block Grant defines interim services as services that 1) are provided until an individual is admitted to a substance abuse treatment program and 2) are designed to reduce the "adverse health effects of such abuse, promote the health of the individual, and reduce the risk of transmission of disease."

For IV drug users ONLY, interim services as defined in contract amendment ***Revised Admission Priority Population Requirements (7/1/2012)*** may be billed to CIMOR.

For guidance on treatment admissions for pregnant women refer to contract amendment ***Revised Admission Priority Population Requirements (7/1/2012)***

Examples of other interim services that may be provided include pre-treatment education classes, referrals to primary healthcare, and the provision of a lower level of care while the individual waits to be seen in a higher level of care.

Only mark 'yes' to Receiving Interim Services if it is known that the individual is receiving interim services; otherwise, mark 'no'.

Interim Services Refused: Were interim services made available to the individual but the individual refused the services? Select 'yes' or 'no'.

Currently Waiting for Treatment Admission: Is the individual currently waiting for treatment admission? Select 'yes' or 'no'. Note if response is 'no', then disposition information must be provided.

Disposition Reason: Has the individual's case been resolved? If yes, then enter disposition reason. Agency is expected to maintain contact with priority population individuals waiting for treatment services. Contacts should be more frequent than every 30 days; however, the individual seeking services must be contacted within each 30-day period. If attempts to contact

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every 30 days, however, the individual seeking services must be contacted within each 30 day period. If attempts to contact fail and no contact has been made for more than 30 days, then a disposition reason of "Lost to contact" should be selected. If agency capacity becomes available and an individual on the Wait List Report refuses to keep their appointment, then it is acceptable to select 'Refused treatment services' as a disposition reason.

Choices are:

- Admitted to program
- Admitted at another agency
- Referred to Area Treatment Coordinator
- Refused treatment services
- Lost to contact
- Individual died
- Individual incarcerated
- Other

IMPORTANT: Do not remove an individual from the Wait List Report until the disposition reason has been reported to ADA.

Disposition Date: Enter date of disposition corresponding to when disposition reason was determined.